



COUNTY OF LOS ANGELES

DEPARTMENT OF HUMAN RESOURCES

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LISA M. GARRETT
DIRECTOR OF PERSONNEL

February 13, 2013

To: Sachi A. Hamai
Executive Officer

From: Lisa M. Garrett 
Director of Personnel

Subject: **REVIEW OF BOARD POLICY NO. 9.120 – EMPLOYMENT OF
QUALIFIED GAIN/GROW PARTICIPANTS**

On January 9, 2013, Sheryl L. Spiller, Director, Department of Public Social Services sent you the attached proposed revisions to Board Policy 9.120 with a copy to my office.

We have reviewed and concur with the Department's proposed revisions to the Board policy.

Should you have any questions, please contact me at (213) 974-2406 or your staff may contact Henry Lucio, Principal Analyst, of my staff at (213) 639-6386.

LMG:SKT:EP
JAWT:HL:ss

Attachment

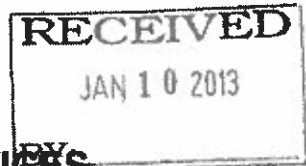
c: Sheryl L. Spiller, Director
Department of Public Social Services

S/PMPD/BOS Policies/BOS 9.120 Memo



County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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SHERYL L. SPILLER
Director

January 9, 2013

TO: Sachi A. Hamai
Executive Officer

FROM: 
Sheryl L. Spiller, Director

SUBJECT: REVIEW OF BOARD POLICY NO. 9.120

DPSS has reviewed Board Policy No. 9.120 – Employment of Qualified GAIN/GROW Participants – County Departments, and recommends extending the Sunset Date from March 19, 2013 to March 31, 2016. The Clerical Registry is beneficial to the County and to GAIN and GROW participants by providing them with entry-level job opportunities with County departments.

In addition to extending the sunset date, we recommend the following modifications:

- Under Policy, Second Paragraph: Delete the sentence that references CWTAPPS.
- Under Purpose and Policy: Add the Office Support Assistant as an eligible register from which to identify GAIN and GROW participants, as Class Specifications were revised to accommodate GAIN and GROW participants.

Please see the attachment which incorporates the above changes using underlining for added text and strikethrough for deletions.

For questions regarding our recommendations, please contact Michelle Callahan, Assistant Director, at (562) 908-8622.

SLS:sc

Attachment

c: Lisa M. Garrett
Director of Personnel

1/14/13 - Henry Lucio



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
9.120	Employment of Qualified GAIN/GROW Participants - County Departments (See also 5.050)	07/28/97

PURPOSE

Establishes procedures that all County departments should use eligible registers to identify Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) participants for Clerk, ~~and~~ Typist Clerk, ~~and~~ Office Assistant vacancies. (Note: GAIN is now known as CalWORKs.)

REFERENCE

July 15, 1997 Board Order, [Synopsis 60](#).

July 28, 1997 Director of Personnel Memo "[Employment of Qualified GAIN Greater Avenues for Independence\) Program Participants by County departments and Contract Temporary Personnel Agencies](#)".

See also - [5.050 Contractor's Use of GAIN/GROW Participants](#)

February 5, 2002 Board Order, [Synopsis 11](#)

POLICY

County departments should notify the Department of Public Social Services (DPSS) whenever they intend to fill vacancies for entry-level permanent and temporary clerical positions. DPSS will provide departments with the names of GAIN/GROW participants who have successfully completed the examinations for Clerk, ~~and~~ Typist Clerk, ~~and~~ Office Assistant administered by DPSS and who are eligible for appointment.

GAIN/GROW participants hired should be hired as permanent or as hourly "F" sub-item employees, ~~and the code GAIN/GROW should be entered in the CWTAPPS License Code field on the Licenses screen, ELIC.~~

GAIN/GROW participants' status as a welfare recipient must be kept confidential.

RESPONSIBLE DEPARTMENT

Department of Public Social Services
Department of Human Resources

DATE ISSUED/SUNSET DATE

Issue Date: <u> </u> July 28, 1998	Sunset Review Date: January 28, 2002
Reissue Date: January 29, 2002	Sunset Review Date: September 24, 2005
Reissue Date: October 20, 2005	Sunset Review Date: October 20, 2008
Reissue Date: March 19, 2009	Sunset Review Date: March 19, 2013
Reissue Date: February 28, 2013	Sunset Review Date: March 31, 2016

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